

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 117
PORTLAND, INDIANA

January 1, 2003 to December 31, 2003



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OFFICIALS

| <u>Office</u> | <u>Official</u> | <u>Term</u> |
|--|---------------------------------------|--|
| Chairman, Bureau of Motor Vehicles Commission | Mr. Gerald Coleman Ms. Mary DePrez | 01-06-02 to 02-29-04 03-01-04 to 01-05-05 |
| Branch Manager | Mrs. Wendell G. Rockwell | 01-01-03 to 12-31-04 |



STATE OF INDIANA

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 117 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

September 27, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 117
PORTLAND, INDIANA
SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
January 1, 2003 to December 31, 2003

| | <u>Amount</u> |
|------------------|----------------------------|
| Collections: | |
| Registrations | \$ 1,637,495 |
| Titles | 401,224 |
| Drivers Licenses | 57,023 |
| Watercraft | 20,461 |
| Miscellaneous | <u>180</u> |
| Total | <u><u>\$ 2,116,383</u></u> |
| Distributions: | |
| State Fees | \$ 836,704 |
| County Tax | 1,090,774 |
| Commission Fees | <u>188,905</u> |
| Total | <u><u>\$ 2,116,383</u></u> |

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 117
PORTLAND, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBER 117
 PORTLAND, INDIANA
 STATISTICAL INFORMATION
 January 1, 2003 to December 31, 2003

| <u>Transactions Processed</u> | <u>Quantity</u> |
|------------------------------------|-----------------|
| Vehicle Registrations: | |
| Passenger | 8,601 |
| Motorcycle | 418 |
| RV (Housecar) | 249 |
| Light Truck | 4,652 |
| Other Truck | 100 |
| Farm Truck | 218 |
| Tractor | 47 |
| Trailer | 1,509 |
| Semi-Trailer | 79 |
| School and Church Bus | 11 |
| Other Bus | 1 |
| Other | 24 |
| | <hr/> |
| Total Vehicle Registrations | <u>15,909</u> |
| Drivers Licenses and Permits: | |
| Drivers Licenses/Learners Permits | 2,624 |
| CDL Licenses/CDL Permits | 163 |
| Placards | 307 |
| Other | 1,378 |
| | <hr/> |
| Total Drivers Licenses and Permits | <u>4,472</u> |
| Titles: | |
| Vehicles | 5,359 |
| Watercraft | 57 |
| | <hr/> |
| Total Titles | <u>5,416</u> |
| Total Watercraft Registrations | <u>376</u> |

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 117
PORTLAND, INDIANA
EXAMINATION RESULTS AND COMMENTS

YEAR END INVENTORY

The Branch personnel took an inventory at the end of 2003. In January 2004, we tested the accuracy of this inventory. Several items were located at that time which had not been included in the inventory. When comparing the year end inventory to the Open Inventory Report, we noted that several items had not been included in the year end inventory.

Prior to year end, detailed inventory instructions were developed and distributed to each branch by Audit Services. They included a listing of accountable items along with sample forms and examples. (Letter dated December 3, 2003, from the Audit Services Interim Director)

GENERAL AFFIDAVITS

Three plates listed on Missing Plate Affidavits were recovered and sold. Branch records did not indicate that general affidavits were submitted to supply as required.

A photocopy of general affidavits submitted to report recovered missing plates should be attached to the original Missing Plate Affidavits. (Branch Operations Policies and Procedures Manual, Branch Filing Procedures Chapter)

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBER 117
PORTLAND, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on September 27, 2004, with Mrs. Wendell G. Rockwell, Branch Manager. The official concurred with our findings.